

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

November 1, 2007

**SUBJECT: RE-ASSIGNMENT OF THE DEPARTMENT GANG COORDINATOR;
FUNCTIONAL SUPERVISION FOR NARCOTICS ENFORCEMENT
DETAIL (NED) PERSONNEL - REVISED; AND NED RADIO
PROTOCOLS**

PURPOSE: In April 2006, Gang Support Section (GSS) was moved from Special Operations Bureau (SOB), to Detective Bureau (DB). Additionally, Narcotics Enforcement Detail (NED) personnel were transferred from Narcotics Division (ND) to the respective geographic Area commands.

The purpose of this Order is to amend items in Special Order No.7, 2004, *Gang Impact Teams-Established*, which were affected by the above noted reorganization. In addition, this Order establishes the use of the NED unit radio designation letter and radio channels.

PROCEDURE:

I. DEPARTMENT GANG COORDINATOR - REASSIGNED.

Due to the transfer of GSS to DB, the role of the Department Gang Coordinator (DGC), formerly assigned to the Commanding Officer, SOB, has been reassigned to the Commanding Officer, DB.

This revises the "Commanding Officer, Special Operations Bureau, Responsibility" in Special Order No. 7, 2004, as well as Department Manual Sections 2/425.11 and 2/425.12. The responsibilities and duties of the DGC shall remain the same.

**II. OVERSIGHT RESPONSIBILITIES FOR NARCOTICS ENFORCEMENT
DETAIL PERSONNEL - REVISED.** On April 30, 2006, NED personnel were transferred from ND to the geographic Area commands. Effective with the transfer, the Area commanding officers (CO) assumed functional supervision for the Area NEDs. The oversight responsibilities for NED personnel are revised as indicated:

**A. Area Commanding Officer's Responsibilities -
Revised.** The Area CO shall retain the following responsibilities for NED personnel:

- * Provide line supervision;

- * Deployment of personnel;
- * Timekeeping and management of overtime;
- * Scheduling vacations;
- * Performance Evaluations;
- * Search warrant service logs;
- * Analysis of search warrant service;
- * Complaint investigations; and,
- * Use of Force investigations.

In addition, the Area CO shall assume the following responsibilities from the CO, ND:

- * Provide functional supervision;
- * Coordinate the recruitment, background investigation, selection, and assignment of NED personnel to include advanced paygrade positions;
- * Maintain control over assigned vehicles and equipment;
- * Perform required audits of NED Consent Decree issues;
- * Administer the NED Records Retention Program (e.g., log books, case investigator packages, etc.);
- * Approve and review each NED-initiated *Authorization to Use Restricted Electronic Surveillance Equipment*, Form 12.41.00;
- * Manage the Secret Service Funds used by the Area NEDs;
- * Provide monthly narcotics arrest, seizure, search warrant and narcotics report statistics to the ND Crime Analysis Detail; and,
- * Assume responsibility for the investigation of Area narcotics abatement investigations.

B. Commanding Officer, Narcotics Division, Responsibilities - Revised. The CO, ND, shall retain the following duties concerning Area NEDs:

- * Process background investigations for all NED applicants, including coordination of polygraph examinations, and determine if a candidate is suitable for a narcotics assignment;
- * Administer Secret Service Funds;
- * Administer the Special Police Account;
- * Collect and analyze arrest, seizure, search warrant, and Narcotics Report statistics;
- * Perform required audits of ND issues;

- * Process informants, to include the review and maintenance of informant packages;
- * File narcotics cases;
- * Provide the NEDs with specialized tactical training;
- * Schedule ND and NED supervisory meetings;
- * Coordinate, issue, and maintain control over ND specialized equipment assigned to the Area NED personnel, to include tactical vests, cell phones, pagers, fax machines, and digital cameras;
- * Provide ND Orders on narcotics-related procedures and policy; and,
- * Provide the Integrity Assurance Plan, which guides ND entities and Area NEDs with "best practices" regarding use of informants, sensitive information, currency seizures, search warrants, and inter-agency relations.

This revises the "*Area Commanding Officer's Responsibility*" and the "*Commanding Officer, Narcotics Division, Responsibility*" in Special Order No. 7, 2004, as well as Department Manual Sections 2/495.15 and 2/550.45.

Note: The Area NEDs shall continue to operate under the functional and line command of the Area Gang Impact Team, Officer-in-Charge (OIC), as outlined in Special Order No. 7, 2004.

III. NARCOTICS ENFORCEMENT DETAIL - USE OF RADIO UNIT DESIGNATION. The radio unit designation letter "N" has been established as the service identification letter for all Area NEDs. When conducting field related activities, an Area NED unit shall identify itself using its geographic Area's identification number, the "N" unit designation letter and its assigned unit number, (e.g., 1N76).

Note: Commission Investigation Division and personnel assigned to the Office of Operations who formerly used the radio unit designation "N" shall now use the following:

- * **1PC (PAUL-CHARLES)** Commission Investigation Division
- * **20 (OCEAN)** Office of Operations

IV. NARCOTICS ENFORCEMENT DETAIL RADIO CHANNELS - ESTABLISHED. Area NED personnel shall use radio channel "60 - Narcotics Red" as their primary radio channel, and channel "62 - Narcotics Green" as their backup channel. Channels "61 - Blue" and "63 - Special" are for use by Narcotics Division only.

Note: Area NED personnel shall broadcast "Code-6" locations and tactical and/or other emergency situations on the geographic Area's base frequency.

AMENDMENTS: This Order amends Department Manual Sections 2/425.11, 2/425.12, 2/425.20, 2/455.15, 2/495.15, 2/550.45, 4/110.20, and 4/110.50.

In addition, the related sections under Department Manual Sections 2/425. *Office of Operations, Special Operations Bureau*, and 2/455. *Office of Operations, Detective Bureau*, shall also be amended to reflect the transfer of GSS and gang functions from SOB to DB.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.3.

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Chief of Police

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